



Space Family Education, Inc.

2101 Nasa Road 1, Bldg. 211, Houston, Texas 77058

SFEI Policy Change

Date of Vote:

10/14/10

Voting Results:

Accept

Requested By:

SFEI Board of Directors

Space Family Education, Inc. (SFEI) Standard Operating Procedures Section:

Proposed change: *Medical Documentation Needed for Required Food Substitutions (due to allergies or disability, etc.)*

Section 3.14 Updates

FROM:

The JSC CCC has a commercial-grade kitchen and two cooks. The cafeteria serves breakfast, lunch, morning snack, and afternoon snack. Mealtimes vary by class and are detailed in Section 5.0 Daily Operations. The center participates in the USDA food program. The SFEI kitchen staff follows the food preparation and storage requirements of the Texas Department of State Health Services, Division for Regulatory Services, Environmental and Consumer Safety Section. These requirements can be found at:

<http://www.dshs.state.tx.us/foodestablishments/rules.shtm> and <http://tlo2.tlc.state.tx.us/statutes/hs.toc.htm>.

The menu for each week is distributed in the parents' mailboxes and posted in the front lobby and on the web page. Cost of the meals and snacks is included in tuition.

Parents may bring a sack lunch (no heat ups) if the child is allergic to or will refuse to eat a meal that is scheduled. Note that when parents provide meals or drinks for their child, the JSC CCC is not responsible for the nutritional value or for ensuring the child meets his/her daily food needs.

Parents are allowed to remove their child from the center for lunch during their room's scheduled lunch time. Parents must sign their child in and out during lunch periods if the child is physically removed from the teacher's supervision.

Parents are welcome to eat with their child for a small fee (reference Appendix A). A sign up sheet is provided in the cafeteria. Payment can be made daily or with the tuition payment. If payment is made with tuition, a notation is required at the bottom of the check.

Parents can bring food for their child if the child misses a meal or snack, but the parent will need to sit with their child in the cafeteria while they eat.

TO:

The JSC CCC has a commercial-grade kitchen and two cooks. The cafeteria serves breakfast, lunch, morning snack, and afternoon snack. Mealtimes vary by class and are detailed in Section 5.0 Daily Operations. The center participates in the USDA food program. The participation in this food program requires that all children be provided with food that meets the nutritional guidelines documented at:

http://squaremeals.org/fn/render/handbooks/handbooks_index/0,1524,2348_20995_0_0,00.html.

As a matter of preference, if a parent chooses not to accept the center-provided meal/snack in its entirety, the parent is allowed to bring in a cold substitution for the *entire* meal/snack (no heat-ups allowed). Substitutions for

individual menu items are not allowed. If a meal/snack substitution is provided by a parent, the center is not responsible for the nutritional content of that food.

If a dietary restriction is a matter of medical necessity, a medical note documenting the dietary restrictions/allergies of the child must be provided. When appropriate medical documentation is supplied, substitutions will only be provided if determined to be feasible for the center to accommodate (Section 6.4.1 on Food Allergies).

The SFEL kitchen staff follows the food preparation and storage requirements of the Texas Department of State Health Services, Division for Regulatory Services, Environmental and Consumer Safety Section. These requirements can be found at: <http://www.dshs.state.tx.us/foodestablishments/rules.shtm> and <http://tlo2.tlc.state.tx.us/statutes/hs.toc.htm>.

The menu for each week is distributed in the parents' mailboxes and posted in the front lobby and on the web page. Cost of the meals and snacks is included in tuition.

Parents are allowed to remove their child from the center for lunch during their room's scheduled lunch time. Parents must sign their child in and out during lunch periods if the child is physically removed from the teacher's supervision.

Parents are welcome to eat with their child for a small fee (reference Appendix A). A sign up sheet is provided in the cafeteria. Meal payments must be provided separately from tuition/fees, and must include appropriate notation as to the purpose of the payment.

Parents can bring food for their child if the child misses a meal or snack, but the parent will need to sit with their child in the cafeteria while they eat.

FROM: 6.4.1 Food Allergies

The menu for items served is published on a weekly basis and distributed to the parents in the center via the children's cubbies, front lobby, and website. When a child has a food allergy, the parents are requested to review the weekly menu, note which items cannot be consumed by the child and inform the teachers in the room. If possible, the kitchen staff will provide an alternate to the food item; otherwise, the parent may provide a substitute. For each child with a food allergy, allergy information is posted in the kitchen along with a photograph of the child.

When dealing with food allergies in individual classrooms, parents are asked to inform the other parents in the class when they are bringing in food for the children to share. Also, the teachers will ask parents for a list of ingredients when food is being brought in from home. The teachers will be aware of each child's allergies and will monitor what is served to him/her.

TO: 6.4.1 Food Allergies

The menu for items served is published on a weekly basis and distributed to the parents in the center via the children's cubbies, front lobby, and website. When a child has a food allergy, the parents are requested to review the weekly menu, note which items cannot be consumed by the child and inform the teachers in the room. If possible, the kitchen staff will provide an alternate to the food item; otherwise, the parent may provide a substitute. For each child with a documented food allergy, allergy information is posted in the kitchen along with a photograph of the child.

When dealing with food allergies in individual classrooms, parents are asked to inform the other parents in the class when they are bringing in food for the children to share. Also, the teachers will ask parents for a list of ingredients when food is being brought in from home. The teachers will be aware of each child's allergies and will monitor what is served to him/her.

The JSC Child Care Center is required by the Texas Department of Agriculture (under regulations of the United States Department of Agriculture) to provide proof of children with special/dietary needs as well as children/infants with disabilities that are unable to consume certain foods or that need a substitution for foods provided through the child care center. Therefore, parents requesting that their child not consume a certain food item/product must provide a doctor's note stating

- Identification of the medical or special dietary need that restricts the child's/infant's diet;
- Food or foods to be omitted from the child's/infant's diet; and
- Food or choice of foods to be used as substitutions. (substitution to be provided by parent)

Reference: Texas Department of Agriculture Child and Adult Care Food Program - Child Care Centers Handbook Policy # 4113.5 - http://squaremeals.org/fn/render/handbooks/handbooks_index/0,1524,2348_20995_0_0,00.html

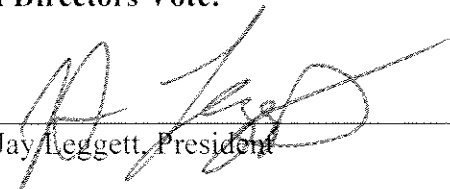
Purpose for change:

The JSC Child Care Center is required by the Texas Department of Agriculture (under regulations of the United States Department of Agriculture) to provide proof of children with special/dietary needs as well as children/infants with disabilities that are unable to consume certain foods or that need a substitution for foods provided through the child care center.

Reference: Texas Department of Agriculture Child and Adult Care Food Program - Child Care Centers Handbook Policy # 4113.5 - http://squaremeals.org/fn/render/handbooks/handbooks_index/0,1524,2348_20995_0_0,00.html

In addition this allows the teachers and kitchen staff to better monitor and control the food items/products to those children with special dietary needs.

Board of Directors Vote:


Jay Leggett, President

☒ Accept

☐ Reject


Larissa Arnold, Vice President


☒ Accept

☐ Reject


Maureen Gerty, Treasurer

☒ Accept

☐ Reject


Jeremy Jacobs, Secretary

☒ Accept

☐ Reject


Nichole Williams, Policies and Procedures

☒ Accept

☐ Reject